

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7017975

Date Posted: 07/01/13

POSITION NO: 242848

Closing Date: 07/15/13

CLASS CODE: 4077

POSITION TITLE: MAINTENANCE TECHNICIAN (5 Temporary positions)

DEPARTMENT NAME: NAVAJO HEAD START - Region IV (Tuba City)

DEPARTMENT NO: 701 WORKSITE LOCATION: Navajo Nation Wide

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V60A

Days: M-F

Permanent: ☐

SALARY:

Hours: 8:00 AM - 5:00 PM

Temporary: ☒

Duration: \$ Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 13.59 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs journey level skilled repair and maintenance work of Head Start centers or buildings (Navajo Nation Wide) in any of several trades such as plumbing, carpentry, painting, building maintenance and appliance repair and maintenance. Performs general maintenance and carpentry; frames walls; repairs and replaces door, windows, casing, garage doors, roof, and carpet. Installs flooring; installs new plumbing including pipes, drains, tubs faucets, sinks and other plumbing fixtures and equipment. Makes repairs on old plumbing; repairs breaks; replaces parts and equipment as needed. Performs painting activities by preparing surface to be painted including sanding, scraping, patching, priming and texturing surface, mixes and applies paint to surfaces; mixes and applies plaster. Performs installation, alteration, maintenance and repair of wiring system and electrical fixtures and equipment; replaces fuses, bulbs, and globes; maintains, repairs, or replaces residential type appliance. Maintains, repairs or replaces heating ventilation and air conditioning units; checking Freon pressure; removes and recycle refrigerant; inspects fan, condensers, blower motors, heating and cooling units; inspects damage to determine scope of work, estimates materials and supplies.

The carpentry of roof decking, paper felt, shingles, fascia, drip edges, insulation, windows, doors/hardware, sheetrock, tape/texture, prime/paint, installing floor tiles, carpet/padding, sidewalks with ramps forms, concrete placement, fencing installation, and minor landscaping. Minor plumbing duties including water lines, sewer lines, vent lines, plumbing fixtures such as toilets, kitchen sinks, lavatories, drinking fountains, and hot water heaters. Mechanical duties including furnace; and stoves; and electrical duties such as receptacles, switches, replaces fuses, bulbs and globe light fixtures; and repairs and replaces cooling units and heating ventilations. Checking and replacing fire alarm systems. Operates a variety of power a hand tools such as radial saw, power saw, power drill, routers texture sprayer, paint sprayer and reciprocal saw.

Possesses ability to lift minimum loads of 50 lbs., good health, and ability to work at heights above eight feet. Assist in coordinating work assignments with Head Start and chapter staff to ensure necessary corrective actions are scheduled in maintaining Head Start centers to meet OEH guidelines and Head Start Performance Standards.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED; and

Experience:

Three (3) years of general building maintenance in one or more trades area; .or equivalent combination of education, training and experience which provides the capabilities to perform the described duties

(To receive full credit for education, certification, or licensure, transcript copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Work requires extended hours working, lifting, carrying, and transporting heavy tools, appliance, material and equipment weighing in excess of 100 pounds; requires climbing, kneeling, bending, stooping and working in confined spaces.

License/Certification Requirements:

Must have criminal background check and a satisfactory clearance report before hiring. Must possess a valid state driver's license. Prefer knowledge of National Electric Code, Plumbing Code, and Building Code. Journey level Carpenter and knowledge of OSHA regulations and practices. Will be required to travel distances to worksite

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99